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FOR YOUR INFORMATION

STAT

15 July 1968

MR. COFFEY

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THIS ONLY

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11 JUL 1968

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Inspector General's Report of Survey
of the Office of Finance

REFERENCES : (a) Memo for ExDir-Compt fr DD/S dtd
12 Feb '68, Same Subj (DD/S 68-0652)
(b) Your Memo to Undersigned dtd 14 June
1968 (DD/S 68-3146)

1. I have reviewed the status of actions and replies on subject report. As I see it, recommendations 5, 10, and 11 were adequately covered by reference (b) and number 12 is under consideration by the Deputy Director for Support (DD/S).

2. Recommendations numbers 2, 3, 6, 7, and 9 all pertain to the same basic subject; namely, development and management of the SF Career Service. As indicated in reference (b), a series of actions have been initiated for the purpose of strengthening and increasing the flexibility of the SF Career Service. They involve intangibles relating to posture and attitudes as well as procedures, and considerable time will elapse before substantive judgment can be rendered as to whether present actions meet our objectives. In the meantime, I would hope that, insofar as the Inspector General's report is concerned, the actions taken or planned, as reported in reference (b) and supplemented below, can be accepted as satisfying action required on these recommendations:

Recommendation No. 2

a. Career development programs of other Agency Career Services have been reviewed by a representative designated by the DD/S [] and by the recently designated Chief of Support for the Office of Finance [] and

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b. Positive steps have been taken by the Director of Finance respecting recruitment, training, rotation, and evaluation systems and techniques to insure the development of a flexible Career Service. Office of Finance Notice #6-68, dated 21 June 1968, established an SF Career Service Board, an Evaluation Panel, and a Junior Professional Panel having broad SF Career representation to provide broadest practical participation in career evaluation and management.

Recommendation No. 3

a. Action is being taken to meet the objectives of this recommendation as set forth in reference (b).

b. Requests have been levied on Director of Personnel and Training for as many as possible, or all, of the annual requirements for professional finance officers to be obtained through the Career Training Program. The Office of Personnel has been provided with qualification criteria and requested to conduct a continuous recruitment program to insure an adequate supply of finance careerists.

Recommendation No. 6

Reference (b) outlined action being taken by the Executive Officer, DD/S, and the Director of Finance with respect to classification of certain SF Career Service positions. This effort will be brought to a conclusion; however, The present Director of Finance feels that some reorganization of the Office of Finance, with a view to creating a more viable and efficient grouping of personnel, increase utilization of ADP methods, and provide greater flexibility in the rotation of personnel is of higher priority and, when accomplished, may well affect classification determinations. The Director of Finance will, as soon as organization relationships are firmed, proceed to obtain appropriate classification action and, if differences with classification arise which cannot be resolved, will request review and support by the DD/S.

Recommendation No. 7

Action is being taken to broaden the rotational base of the SF Career Service by:

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- a. Input of high quality junior officers from the Career Training Program and by direct recruitment.
- b. Development of such officers, as well as present officers, through selected training and rotation.
- c. Identifying, and to the extent feasible, terminating the services of unsatisfactory or marginal employees.
- d. Establishment of a Development Complement to provide flexibility in connection with the rotation of employees.

Recommendation No. 9

25X1 Mr. [] was assigned Chief of Support, Office of Finance, on 10 June 1968 and has been designated responsibility for planning and administering the rotational program of the Finance Career Service and for supervising other aspects of personnel management commonly delegated to Chief of Support. [] was picked for this assignment because we believe he possesses the experience, knowledge, initiative and drive required to assist the Director of Finance in creating a viable flexible SF Career Service. Further consideration will be given to establishing a personnel officer position as soon as the new Chief of Support has been in place a sufficient time to properly evaluate the need. 25X1

3. Action has been completed on the remaining recommendations as follows:

Recommendation No. 1

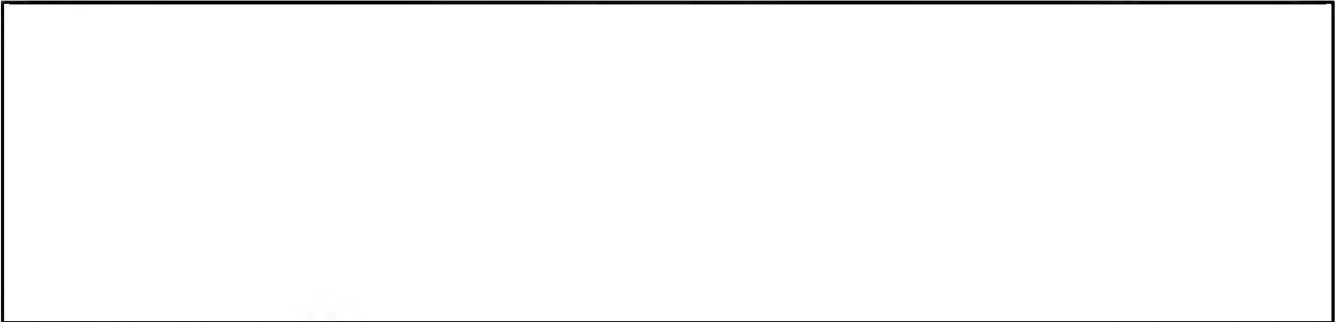
Revision of Agency [] was issued on 3 June 1968. 25X1

Recommendation No. 4

A training capability is being established within the Office of Training to provide class or tutorial training in Class A accounting as required.

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Recommendation No. 8



Recommendation No. 13

Action on this recommendation has been taken as follows:

- a. The Chief, Compensation and Tax Division, has been directed to institute investment action whenever cash available for investment reaches a level of \$250,000.
- b. Office of Finance Instruction No. 131 prescribing procedures for administration of the CIA Retirement Fund was issued on 29 February 1968.
- c. Arrangements have been made with Mr. Cedric W. Kroll of the Treasury Department for actuarial valuation of the Fund.
- d. The feasibility of arranging with the Treasury Department for a Special Issue for the CIA Retirement Fund has been investigated and found not feasible. See memorandum dated 11 April 1968 from Director of Finance to Executive Director-Comptroller covering this subject.
- e. An interim investment program was provided the Monetary Division on 28 March 1968.
- f. A long-range investment program will be devised consistent with the findings of the actuarial study mentioned in paragraph c. above.

Recommendation No. 14

As indicated by attached copy of memorandum dated 5 March 1968, arrangements have been made with SIPS to complete the computer

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programming on a timely basis to ensure that the data required for actuarial studies and administration of the CIA Retirement Fund is available and that computer methods can be utilized.



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L. E. BUSH
Director of Finance

Attachment